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COMMENTS ON RECORDS CONTROL SCHEDULE

1. OFFICE OPERATIONS AND ADMINISTRATIVE FILE

For our purposes, we find that keeping travel vouchers for a period of one year is sufficient. We would appreciate your advising us as to how long we should keep the original memoranda covering entertainment expenditures

These memoranda are prepared in order to be available to the certifying officer upon request. Also, your advice as to how long we should keep cancelled checks on the Emergency Operating Fund expenditures? We agree with you that the other material should be kept for a three year period.

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